



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Welfare Initiatives

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative and Provider Agencies
Child Care Coordinators
W-2 Agencies**

BWI OPERATIONS MEMO

No.: 99-08

File: 1123

Date: 01/25/99

Non W-2 [X] W-2 [X] CC [X]

PRIORITY: Medium

**FROM: Stephen M. Dow
Program Implementation Team
Policy Analysis and Program Implementation Section**

**SUBJECT: ASSOCIATION OF OVERPAYMENTS WITH OFFICE NUMBER IN THE
BENEFIT RECOVERY SUBSYSTEM**

CROSS REFERENCE: CARS Manual

PURPOSE

This memo clarifies associations of CARES office numbers for overpayments (claims), posting collections, and incentives earned for all benefit types.

Do not use these instructions for case level information. These instructions are for overpay-ments only in the benefit recovery subsystem and may not apply to investigation referrals (see BWI Ops Memo 97-137).

OVERPAYMENT CREATION

Creating an overpayment begins in the Client Assistance for Re-employment and Economic Support (CARES), Benefit Recovery Subsystem, with entry to the BVRF screen. The "Referral Office" is the first entry made to this screen. The referral office number begins with:

1. Prefix "50" followed by a 2-digit county/tribe number identifying the ES Agency; or
2. Prefixes "55" or "56" followed by a two digit County/Tribe number identifying the W-2 Agency.

POLICY CLARIFICATION

The association of an overpayment to an office is based on benefit type (see below).

An overpayment of benefit types AFDC, Food Stamps or MA should be associated with the ES office prefix "50" followed by the county/tribe number.

BVRF	BENEFIT RECOVERY REFERRAL	11/24/98 11:50
REFERRAL: 3900000003	REFERRAL OFFICE: 5018	DWD746 N KONRATH
UPDATED DATE: 11 18 98		
CASE: 7100000009	CAT: MAOR	SEQ: 01
PRIMARY PERSON: TAMI	J HOLLAND	CURRENT AG STATUS:
ADDRESS: 1911	BELLEVUE	AVE
EAU CLAIRE	AZ 51111	
SOURCE: TIP	REFERRAL DATE: 11 18 98	ASSIGNED TO: XEC030
REFERRAL PERIOD: 07 01 97 THRU 12 31 97	REFERRAL STS: O	STATUS DT: 11 18 98
INVESTIGATION REFERRAL: _____	IR COMMENTS: N	
DC: __ COMMENTS: _____		

ENTERED DATE: _____ ENTERED BY: _____		
PFKEYS: 13=DISPLAY PP & ADDRESS 22=BVCC		
NEXT TRAN: ____ PARMS: _____		

An overpayment of benefit types W-2 or Child Care Client error - should be associated with the W-2 office, prefix "55" or "56" and the county number.

BVRF	BENEFIT RECOVERY REFERRAL	11/24/98 11:50
REFERRAL: 3900000003	REFERRAL OFFICE: 5518	DWD746 N KONRATH
UPDATED DATE: 11 18 98		
CASE: 7102000079	CAT: WW C	SEQ: 01
PRIMARY PERSON: TAMI	J HOLLAND	CURRENT AG STATUS:
ADDRESS: 1911	BELLEVUE	AVE
EAU CLAIRE	UT 51111	
SOURCE: TIP	REFERRAL DATE: 11 18 98	ASSIGNED TO: XEC030
REFERRAL PERIOD: 07 01 97 THRU 12 31 97	REFERRAL STS: O	STATUS DT: 11 18 98
INVESTIGATION REFERRAL: _____	IR COMMENTS: N	
DC: __ COMMENTS: _____		

ENTERED DATE: _____ ENTERED BY: _____		
PFKEYS: 13=DISPLAY PP & ADDRESS 22=BVCC		
NEXT TRAN: ____ PARMS: _____		

Note: The exception is Milwaukee County, where the ES agency administers the Child Care program. Milwaukee County must use the prefix "50" for client child care overpayments.

Incorrect associations currently entered to CARES will be adjusted manually by the DWD. There will be no change to CARES. If an agency has difficulty reconciling profiles for incentives or cash take back, please contact Rebecca Mogenson, Division of Economic Support, 608-261-8089.

INCENTIVES

DWD disburses incentives to counties and tribes only. Wisconsin Statutes 49.125(2) for FS, 49.195(4) for AFDC, and 49.497(2) for MA allow an incentive to be paid to counties and tribes for collections on overpayments. Incentives are related only to collections in those 3 benefit types.

Example: Tami Holland has an MAOR fraud claim. It belongs to Agency 5018:

BVPH		CLAIM PAYMENT HISTORY		11/24/98 12:27	
CLAIM: 3900000003	TYPE: CE	CLIENT ERROR		DWD746 N KONRATH	
UPDATED DATE: 10 16 98		CLAIM STATUS: O OPEN			
CASE: 4000000090	CAT: MAOR	SEQ: 01	ORIGINATING OFFICE: 5018 AGNY CO DSS		
	CASH	INKIND			
ADJ CLAIM AMT:	1997.00	0.00	PERIOD: 04 01 91 THRU 06 30 94		
TOTAL RECOUPMNTS:-	271.00				
TOTAL PAYMENTS:-	1215.15	0.00	CREATION DATE: 12 20 94		
OUTSTAND BALANCE:=	510.85	0.00	NOTIFICATION DATE: 12 20 94		

POSTED DATE	PAYMENT AMOUNT	PMT TYP	PMT SRC	PAYEE PIN	PAYEE NAME	ADJMT * REVERSAL *	WORKER CTY	DATE	RSN	DATE
09 21 98	99.15	CA	ITI	4000000001	D SMITH	DWD746	99			
04 03 98	1000.17	CA	ITI	4000000001	D SMITH	DES999	99			
06 17 97	115.83	CA	VCC	4000000001	D SMITH	DES999	17			

NEXT TRAN: _____ PARMS: 3900000003

1. Agency 17 received a \$115.83 payment from the client.
2. Agency 17 posts the \$115.83 to CARES using screen BVMP or BVCP. BVMP and BVCP posting is based on program of assistance (that is, W-2, ADC, etc.) the claim type (that is IPV, CE, NCE), and finally on the age of the claim, posting to the oldest claim within the above two categories. Agency 17 earns no incentive. Agency 5018's (the Eau Claire ES agency) claim displays the posting and it will earn an incentive based on that \$115.83.
3. Incentives are entered on CARS profiles 965, 975, and 980 and become part of the calculation creating the CARS Expenditure Reimbursement check. Agency 18 will receive incentive for the month of June on CARS profile 980. Agency 17 will have \$115.83 taken back on profile 981.

NOTE: W-2 and Child Care overpayment collections **do not** earn an incentive.

"TAKE BACK"

Collections for overpayments are performed in all agencies, statewide, and posted to CARES. Since posting of an overpayment can be accomplished by any agency to another agency's overpayment the office number/county reference must be correct. The office number prefix, "50--", "55--" or "56--" recorded on the payment screens BVCP or BVMP determines which office books are impacted.

DWD creates a "take back" upload to CARS based on all cash postings. The data is captured and summarized from CARES to reports CBV262RA and CBV066RA; these are DWD's source documents.

“Take back” entries are uploaded to CARS as negative amounts:

1. Profile 961 (FS),
2. Profile 971 (AFDC),
3. Profile 981 (MA),
4. Profile 9006 (Child Care)
5. Profile 9009 (W-2)

The CARS upload reflects the CARS Agency Type. They are:

1. CY 1998: ES, CARES prefix “50” = agency types 113, 114
2. W-2 1997/1999: W-2, CARES prefix “55” and “56” = agency types 131, 132, and 133.

Agency types 113 & 114 reduce the CARS Expenditure Reimbursement check or ACH for ES Agencies, and Agency types 131, 132 and 133 reduce the CARS Expenditure Reimbursement check or ACH for the W-2 Agencies.

Office associations are critical for the above actions to occur correctly.

CONTACTS

Further CARES questions or CARES related entries may be addressed to Nadine Konrath at 608-267-2187. CARS questions may be directed to Rebecca Mogenson 608-261-8089.